

# INTERVIEW HINTS AND TIPS

Each and every one of us will have an interview at some point in our lives. This could be for a course at college, 6<sup>th</sup> form, university or for a new job.

Whatever interview you have and no matter what age you are, always remember the 3 P's.

**THE THREE P's**  
**PREPARE**  
**PRACTISE**  
**PERFORM**

Please refer to this guidance booklet to help you with each of the 3 P's above and you will be on your way to ensure a successful interview.

Remember, if you need any further support, please contact Mrs Davies, Careers Advisor via [rmdavies@theherfordacademy.org.uk](mailto:mdavies@theherfordacademy.org.uk)

**GOOD LUCK!!**

# **PREPARING FOR YOUR INTERVIEW**

There are many ways in which you can prepare for an interview and they are listed below;

## **WHERE IS THE INTERVIEW?**

Ensure that you know exactly where the interview is. Find out the address and do a trial run beforehand. This will also help you to find out how long it takes to get there and you can plan your journey accordingly. For example, will you walk, take the bus or drive?

## **FIND OUT ABOUT THE 6<sup>TH</sup> FORM / COLLEGE / COMPANY**

Do your research and make sure you know about the 6<sup>th</sup> form, college or company before you go. Everything is on “Google” nowadays so this can easily be done and it looks impressive and shows that you are serious about the interview.

## **READ THROUGH YOUR APPLICATION FORM OR CV**

Ensure that you re-read your ‘Application Form’ or CV before the interview so you know exactly what you put on it. The interviewer will refer to this, so make sure you know it inside out.

## **THINK OF SOME EXAMPLE QUESTIONS AND ANSWERS**

Think of some example questions that you may be asked by the interviewer and write some example answers. Alternatively, get a friend or family member to do a practise run with you. For example;

- Tell me a little bit about yourself? {This is usually a question to break the ice}
- Tell me what you know about our 6<sup>th</sup> form / college / company?
- What are your strengths / skills?
- What are your weaknesses?
- What are your personal qualities?
- How would a friend describe you in 3 words?
- Tell me about a time when you have worked in a team.
- Tell me about a time when you have overcome a challenge.
- Tell me about a time when you have faced a difficult customer.
- What do you think you will be doing in this job?
- What are your plans for the next 3 years?

## THINK OF SOME QUESTIONS FOR THE INTERVIEWER

It is always good to ask a couple of questions at the end of your interview and it shows that you are serious about being there. For example;

- What is the next step of the interview process?
- Would there be any career progression for me?
- Would there be any support for studying to further my career?

### **\*\* TIP FOR ANSWERING QUESTIONS\*\***

**For questions which need you to give an example, consider the  
STAR TECHNIQUE!**



- Situation** = What was the Situation you were in?  
**Task** = What task were you completing?  
**Action** = What action did you take and why?  
**Result** = What was the outcome?

## PREPARE YOUR OUTFIT

Prepare your interview outfit for the day and ensure that it is clean and ironed so that you look smart for the interview.

## PREPARE ANYTHING ELSE THAT YOU MAY NEED TO TAKE WITH YOU

Think about things that you may need to take. These may have been requested in a letter or email and could be items such as;

- Proof of ID {passport, driving licence, etc.}
- Any qualifications that are requested
- A portfolio of your previous work



### **TIP FOR PREPARATION!**



**It may help to do a list of your skills and personal qualities. If you memorise these, you can adapt them to answer many questions!**

***Remember; The better prepared you are, the more confident you will feel! The preparation stage also takes the longest, therefore once you have completed this stage, the rest should be easy!***

## **PRACTISING FOR YOUR INTERVIEW**

The saying “Practise makes perfect” is true, so ensure that you practise, practise, practise!!

- To do this, keep going over your prepared interview questions until you know them inside out!
- If possible, get a friend or family member or ask Mrs Davies the Careers Advisor to give you a mock interview with your prepared questions.
- Even practise your confident speaking voice that you will use in your interview.

**Remember; The interviewer will be more impressed if it is evident that you have done your research and practised for the interview!**

## **PERFORMING IN YOUR INTERVIEW**

### **ARRIVE IN PLENTY OF TIME**

Ensure that you arrive at least 10 minutes early as it shows you are punctual and reliable. It also gives you the opportunity to mentally prepare yourself before going into the interview.

### **MAKE A GOOD FIRST IMPRESSION**

Remember to smile and be friendly on your arrival. If the first person you meet is the Receptionist, the interviewer may also ask their opinion on you!

### **TURN OFF YOUR MOBILE PHONE**

Remember to turn off your mobile phone before going into the interview. Even if your phone vibrates, it can be off putting for both you and the interviewer and also looks unprofessional.

### **BE AWARE OF YOUR BODY LANGUAGE**

- Always be welcoming and give a firm handshake.
- Sit upright with your feet firmly on the ground. Try to avoid crossing your legs.
- Do not fold your arms as it looks defensive.
- Show your open hands when talking as it portrays honesty.
- Make good eye contact {but don't stare the person out}

## **BE AWARE OF YOUR VERBAL LANGUAGE**

- Speak clearly and confidently, but do not be aggressive.
- Always remember your manners and be polite.
- Keep your answers to the point and do not waffle or go off on a tangent.
- Speak slowly and calmly.
- Always remain POSITIVE! Do not tell the interviewer any negative comments.

## **FURTHER TIPS!!**

- Do not be afraid to ask the interviewer to repeat the question if needed or to explain what they mean.
- Be yourself! Do not exaggerate and do not try to be someone you are not!
- Tell the truth as lies will always catch you out.

## **AND FINALLY.....**

- Remember “The Three P’s” and you will do brilliant!
  - Prepare
  - Practise
  - Perform

**GOOD LUCK!**

